



## **Rules for Using Hand Tools**

### **The 'Do Nots' For Hand Tools**

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
3. Carry all sharp tools in a sheath or holster.
4. Tag worn, damaged or defective tools "Out of Service" and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. When using knives, shears or other cutting tools, cut in a direction away from your body.
9. Do not chop at heights above your head when you are working with a hand axe.
10. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed.
11. Do not perform "make-shift" repairs to tools.
12. Do not use "cheaters" on load binders or "boomers".
13. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
14. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
15. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

### **Files/Rasps**

1. Do not use a file as a pry bar, hammer, screwdriver or chisel.
2. When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.
3. Do not hammer on a file.

### **Chisels**

1. Use the chisel that has been sharpened; do not use a chisel that has a dull cutting edge.
2. Do not use chisels that have "mushroomed" striking heads.
3. Hold a chisel by using a tool holder if possible.
4. Clamp small workpieces in the vise and chip towards the stationary jaw when you are working with a chisel.

## **Hammers**

1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the "cheek" of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy or wet.
6. Do not use a hammer as a wedge or a pry bar, or for pulling large spikes.
7. Use only the sledge type hammer on a striking face wrench.

## **Saws**

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut.
3. Do not use a saw that has dull saw blades.
4. Oil saw blades after each use of the saw.
5. Keep your hands and fingers away from the saw blade while you are using the saw.
6. Do not carry a saw by the blade.
7. When using the hand saw, hold the workpiece firmly against the work table.
8. Use the circular saw guard when using the circular saw.

## **Screwdrivers**

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the workpiece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use a drill, nail, or an awl to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. When you are performing electrical work, use the screwdriver that has the blue handle; this screwdriver is insulated.
8. Do not carry a screwdriver in your pocket.
9. Do not use a screwdriver if your hands are wet, oily or greasy.
10. Do not use a screwdriver to test the charge of a battery.
11. When using the spiral ratchet screwdriver, push down firmly and slowly.

## **Wrenches**

1. Do not use wrenches that are bent, cracked or badly chipped or that have loose or broken handles.
2. Do not slip a pipe over a single head wrench handle for increased leverage.
3. Do not use a shim to make a wrench fit.
4. Use a split box wrench on flare nuts.
5. Do not use a wrench that has broken or battered points.
6. Use a hammer on striking face wrenches.
7. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.

8. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.

## **Pliers**

1. Do not use pliers as a wrench or a hammer.
2. Do not attempt to force pliers by using a hammer on them.
3. Do not slip a pipe over the handles of pliers to increase leverage.
4. When you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated.
5. Do not use pliers that are cracked, broken or sprung.
6. When using the diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

## **Vises & Clamps**

1. When clamping a long workpiece in a vise, support the far end of the workpiece by using an adjustable pipe stand, saw horse or box.
2. Position the workpiece in the vise so that the entire face of the jaw supports the workpiece.
3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
4. Do not slip a pipe over the handle of a vise to gain extra leverage.
5. Do not use the C-clamp for hoisting materials.
6. Do not use the C-clamp as a permanent fastening device.

## **Snips**

1. Wear your safety glasses or safety goggles when using snips to cut materials.
2. Wear your work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Do not use snips as a hammer, screwdriver or pry bar.
6. Use the locking clip on the snips after you have finished using them.

## **Tool Boxes/Chests/Cabinets**

1. Use the handle when opening and closing a drawer or door of a tool box, chest, or cabinet.
2. Tape over or file off sharp edges on tool boxes, chests or cabinets.
3. Do not stand on tool boxes, chests or cabinets to gain extra height.
4. Lock the wheels on large tool boxes, chests or cabinets to prevent them from rolling.
5. Push large chests, cabinets and tool boxes; do not pull them.
6. Do not open more than one drawer of a tool box at a time.
7. Close and lock all drawers and doors before moving the tool chest to a new location.
8. Do not use a tool box or chest as a workbench.
9. Do not move a tool box, chest or cabinet if it has loose tools or parts on the top.